

**Student  
Organization  
Leadership  
Orientation**

**2023-2024**

# Support Staff

## STUDENT ENGAGEMENT CENTER

- Stephanie Kaponya
- Sarah O'Brien
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## SUFAC

- Ayansa Mama
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# Relationship of Student Organizations with the University

The University of Wisconsin Green Bay recognizes that participation in student organizations constitutes an integral aspect of the collegiate environment.

Student organization membership affords opportunities to develop skills in areas such as leadership, fiscal management, event planning, ethical decision-making, delegation, and team building.

There is expectation that students will adhere to high standards of behavior in the execution of their organizational responsibilities.

An organization will consist of minimum 4 members

An organization will have titled a president, vice president and treasurer

A UWGB faculty or staff advisor

A constitution created, uploaded and followed

**Members lists kept up to date**

All this information posted within Phoenix Connect

All members will comply with university policies and local, state, and federal laws

## Requirements of Registered Student Organizations for Compliancy

# Benefits to being a Registered Student Organization

- Affiliation with the University
  - Adhering to the campus licensing policy and identity standards. The organization name must be first, and then the university may follow.
    - Ex: Checkers Club of UW-Green Bay
    - More information Here: <https://www.uwgb.edu/marketing-and-university-communication/policies/identity-use-by-student-organizations/>
- Reserve university facilities and utilize university services
- Be part of Phoenix Connect
- Representation at OrgSmorg
- Receive a student organization email account
- Access to money, storage, supplies and support

Phoenix Connect: <https://uwgb.presence.io/>



Website: [Student Organizations - UW-Green Bay \(uwgb.edu\)](http://uwgb.edu)

Organizational Tool Kit

Org Forms

Student Organization Resources

# Phoenix Connect

Student  
Portal

# Phoenix Connect

## Involvement Points

For Events and Meetings!

Organizations filling out the Event Registration form within Phoenix Connect can add within the opportunities box - 1 involvement point for a registered event or meeting.

Students who attend and swipe into the event will automatically receive 1 point.

**These points can be redeemed for UWGB merchandise through the Student Engagement Center.**

Organization leaders may check people in using their own phone with the Modern Campus Presence App and Digital ID



The image shows a redemption chart for UWGB Involvement Points. At the top is the UWGB logo and the text 'UNIVERSITY of WISCONSIN GREEN BAY'. Below that is the title 'Involvement Points' and the contact information 'UWGB Student Engagement Center' and 'Redeem Points - email sec@uwgb.edu'. The chart is organized into a grid with point values in colored boxes and lists of items below them.

10 Points	20 Points
UWGB Sticker Sheet Life is Good UWGB Koozie UWGB Bandage Dispenser Free Coffee Coupon	UWGB Drawstring Bag w Zipper UWGB Coffee Mug Movie Ticket to Marcus Theatre
30 Points	40 Points
Square Bento Box Bamboo UWGB UWGB Fanny Pack	Life is Good UWGB Water Bottle UWGB Plaid Stadium Blanket
50 Points	60 Points
UWGB Beach Towel UWGB Vacuum Mug with Straw	\$50 Phlash Cash UWGB Wireless Power Bank 10,000 Go Everywhere Bag Chair UWGB



# Phoenix Connect

- **APP**

Phoenix Connect is part of (Modern Campus Presence)

- A new all-in-one App can be found within the App Store for both Apple and Android users:

Search Modern Campus Presence

- Log into the app with your UWGB credentials to get access to your organizations and find swiping capabilities. Watch this video for step-by-step instructions.

- [VIDEO](#)



# SEC FORMS (found within Phoenix Connect)

For Marinette, Manitowoc, or Sheboygan please see the Assistant Dean of Students for support

## Event Registration

- Advertise event/meeting
- Where food is ordered
- Where a fundraiser is indicated and approved
- Where involvement points are offered and awarded
- Where swipe access is granted for attendance rosters
- May be open to the public or closed to members only

## Digi Copy

- Org must have money allocated or may use Agency Money
- If making less than 25 copies an org can get a copy code for the SEC copier, ask the SOFA
- For multiple color copies, banners, posters, use the Digi Copy form to place an order
- SUFAC will purchase one 2' x 4' banner per organization, per year (if needed)
- Orders are usually ready for pick-up within 2 business days

## Pre-contract Worksheet

- No student organization member should ever sign a contract or agreement
- Fill in contract information here and a representative from the University will sign
- Any questions or concerns, bring it to the Student Engagement Center

# SEC FORMS (found within Phoenix Connect) Continued

For Marinette, Manitowoc, or Sheboygan please see the Assistant Dean of Students for support

## Travel

Form must be filled out at least 4 weeks from travel date

Booking of registration fees, lodging and transportation

Anyone driving on authorized university business (personal or rental vehicle) must be driver authorized through the state. Renewed yearly  
<https://www.uwgb.edu/student-organizations/forms/drivers-authorization/>

SUFAC may pay up to 2/3 of cost up to \$60 a day per person

## Supply Order

Indicate what supplies are to be ordered, how many and how much

Online link to make the order

Once ordered the org will get an email as to arrival and pick up

## Org Registration

Used for new org registration

## Reimbursement

Paying people back for any money spent out of pocket for organizational business

Receipts are needed

Recommend utilizing the SEC to pay vs reimbursement

Ask before spending for some items may not be reimbursable

**An organization must have money allocated by SUFAC or may use Agency Money for purchases**

# Fundraising

For Marinette, Manitowoc, or Sheboygan please see the Assistant Dean of Students for support

## Fundraisers

Fundraiser notification for approval can be found in the Event Registration form

Fill out at least 2 weeks before for both on and off campus events

All money is to be deposited into orgs Agency account through UTIC

Checks can be made out to UWGB

## Sales Tax Info

**All sales are subject to sales tax**

The sales tax will be subtracted from revenues once deposited into a university account

The SEC will take care of the paperwork and filing out the tax information

Donations are not subject to sales tax and should be indicated at deposit

Selling of donated items is subject to sales tax

## Soliciting

### **ASKING BUSINESSES FOR DONATIONS**

Soliciting businesses for donations of prizes requires prior approval

You **CANNOT** ask for cash, gift cards, gift certificates, etc.

The form can be found on Phoenix Connect

The process can take 2 to 3 weeks, so plan accordingly

# Food

## Chartwells

Orders exceeding \$150 or are open to the public must go through Chartwells

Order food through the Event Registration form in Phoenix Connect

No outside food may accompany Chartwells orders

The SEC will place all orders on behalf of student orgs with Chartwells

Documentation Needed:  
announcement/advertisement of event and list of attendees

## Meal Reimbursement

### STATE LIMITS on FOOD COSTS

Meals for all events or travel are subject to state limits regardless of on or off campus and whether they are paid for from SUFAC funds or Agency funds.

Breakfast \$12

Lunch \$18

Dinner \$30.

## Potluck

Potlucks are permitted

A potluck is a small **private** event (fewer than 25 attendees) where individuals attending the event prepare or bring a food item consumed by only that group

The cost of the food is on individuals

Potlucks are not publicly advertised or open to the public

Follow safe food-handling practices

**An organization must have money allocated by SUFAC or may use Agency Money for purchases**

# Food Vendors (other than Chartwells)

## For Green Bay

- Student organizations may purchase non-perishable items for closed events, (members only) if the total purchase is less than \$150 (**no public event**)
  - pre-packaged items that are not refrigerated or do not need to be cooked, do not have meat or dairy as part of them
- Student organizations can now use Approved Off-Campus Vendors if it is a closed event and the cost is less than \$150. Vendor options: Domino's Pizza, Pizza Hut, Toppers Pizza, Festival Foods (Green Bay – North), Renard's Catering, Konop Companies, and Panera Bread (Green Bay East)
  - No need to fill out the Non-Standardized Food Form
  - Organizations should use the [Food Request Form](#) for all orders.
  - Purchases for more than \$150 must be handled through Chartwells or the Non-Standardized Food Form needs to be filled out

## For Marinette, Manitowoc and Sheboygan there are other approved food vendors.

- Check the [Approved Off Campus Vendors List](#) , which includes more information.
- Please contact the Assistant Dean of Students for support

Authorization to use money goes to the president, vice president and treasurer

## SUFAC Money

- Money allocated to a student organization by the Segregated University Fee Allocation Committee
- Organizations apply through an annual budget or through contingency request forms

## Agency Money

- Money that an organization has generated through dues, fundraisers or donations
- Agency funds are to be used for purchases related to the organizations mission
- No alcohol, tobacco or weapons may be **purchased**

To request an up-to-date copy of your budget, email [sec@uwgb.edu](mailto:sec@uwgb.edu)

Money

# OFF CAMPUS BANK ACCOUNTS

UW-Green Bay registered student organizations are discouraged from holding private off-campus bank accounts.

Under no circumstances can an organization use the name “UW-Green Bay” or the tax identification number or make any reference to the University for an off-campus account.

Note that all organization fund-raising revenues must be deposited into your UWGB Agency Account through the University Ticketing & Information Center (UTIC).

# SUFAC FORMS (found within Phoenix Connect)

SUFAC approves expenses before money is spent.

The chair and vice chair can approve requests up to \$500, anything over gets presented to the committee.

Review Guidelines at <https://www.uwgb.edu/student-government/segregated-fees-allocation/>

## Reallocation

Money is given for a specific line item or event

If an organization would like to use money already allocated for something else

Reallocation Request is filled out

## Contractual/Supplies/Food

Money allocated for performer

Money allocated for product

Money allocated for Digi Copy

Money allocated for food

## Travel

Max SUFAC contribution of \$10,000

Max cover \$60 per person, per day

Organization required to pay 1/3 of cost if less than \$60 per person per day

Total of 10 trips

## Org Start Up

New orgs may receive \$200 in start-up money and \$200 in food money

Contact SUFAC by email: [sosufac@uwgb.edu](mailto:sosufac@uwgb.edu)

# Important Dates

OrgSmorg: Student Organization and Volunteer Fair  
**Wednesday, September 13, 3-6 pm, Phoenix Park**  
(In case of inclement weather: Kress Events Center)

SUFAC Training for Org Budgets for the 2023-24 year:  
In October – check Monday email for dates and times

SUFAC Budget Requests for 2023-24 due to [sosufac@uwgb.edu](mailto:sosufac@uwgb.edu)  
by 11:59 pm will be in early December.  
Again check your email for dates and times

# Reservations (room, booth, banner, and outdoor space)

## **Green Bay**

- Contact Reservations by calling 920-465-2462 or using the forms found at: <https://www.uwgb.edu/union/reservations/rooms/>
  - Must be approved president, vice president, treasurer, or advisor of organization

## **Marinette**

- Reservations can be made by completing the form located here: [Marinette Campus Reservations](#)

## **Manitowoc**

- Reservations can be made by completing the form located here: [Manitowoc Campus Reservations](#)

## **Sheboygan**

- Reservations can be made by completing the form located here: [Sheboygan Campus Reservations](#)

# Mailing Addresses

- Green Bay  
Org Name  
UU150, Student Engagement Center  
2420 Nicolet Drive  
Green Bay, WI 54311
- Manitowoc  
Org Name  
Assistant Dean of Students  
705 Viebahn Street  
Manitowoc, WI 54220
- Marinette  
Org Name  
M-131, Assistant Dean of Students  
750 W Bay Shore Street  
Marinette, WI 54143
- Sheboygan  
Org Name  
MB2202, Assistant Dean of Students  
1 University Drive  
Sheboygan, WI 53081

The Student Engagement Center will help Green Bay student organizations send and receive mail. For Marinette, Manitowoc, Sheboygan contact the Assistant Dean of Students for assistance.

# Registration



Re-Registration happens in April for the next academic year



New Student Organization registration can take place at any time



Members lists should be updated with those graduating or leaving and those taking over leadership positions



Update the org constitution at this time



Transition through Phoenix Connect

# Contact Information (support)

Green Bay  
Student Engagement Center  
920-465-2720  
[sec@uwgb.edu](mailto:sec@uwgb.edu)

Stephanie Kaponya  
[kaponyas@uwgb.edu](mailto:kaponyas@uwgb.edu)

Sarah O'Brien  
[obriens@uwgb.edu](mailto:obriens@uwgb.edu)

Segregated University Fee Allocation  
Committee  
[sosufac@uwgb.edu](mailto:sosufac@uwgb.edu)

Marinette  
Assistant Dean of Students  
Katie Morois  
[moroisk@uwgb.edu](mailto:moroisk@uwgb.edu)  
715-504-3302

Manitowoc and Sheboygan  
Assistant Dean of Students  
Kristi Pearson  
[pearsonk@uwgb.edu](mailto:pearsonk@uwgb.edu)  
920-459-5948

# Thank You for Coming

Stay or contact me with any questions